

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
JANUARY 23, 2024**

A regular meeting of the Board of the Berks County Solid Waste Authority (the “Authority”) was called to order at 3:00 p.m. on January 23, 2024, in the first-floor conference room at the Berks County Agricultural Center, 1238 County Welfare Road, Leesport, Pa. 19533.

The following members were present:

Mr. Charles Mowbray
Charles Jones, PE
Mr. Tony Sacco
Mr. Ron Rutkowski
Mr. Brian W. Clements
Mr. Tony Rymar
Mr. Don Moll
Ms. Jane Witheridge
Michael Gombar, Jr., Esquire – Present by phone

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority
Soc Georgeadis, Esquire, Georgeadis Setley Attorneys and Advisors
Mr. Adrian Jadak, Citizen

The Chairman declared a quorum was present and called the meeting to order.

Public Comment:

Mr. Jadak spoke about his interest in obtaining information on the municipal trash and recycling contracts throughout Berks County and the costs related to each. His interest in this data is to show the differences in each contract. Ms. Meeks indicated that she and Mr. Jadak have had many conversations about this information and the difficulty in presenting this information, fairly and accurately, due to the difference in services provided and how municipalities choose to pay for these services (through tax revenue, user fees or a combination). Ms. Meeks indicated that she will compile data, as best as possible, from municipal programs in Berks, but will note that this data is quickly outdated and may not reflect all of the costs or revenue sources, associated with those programs.

The Chairman then welcomed our newest member, Ms. Jane Witheridge and thanked her for her interest in serving on our Board. Mr. Mowbray then asked Ms. Witheridge to introduce herself to the Board, which she did.

Reorganization

a. Election of Officers:

The Nominating Committee submitted the following slate of officers for 2024:

Charles Mowbray – Chairman
Charles Jones – Vice Chairman
Ron Rutkowski – Treasurer
Tony Sacco – Secretary
Vacant – Assistant Secretary

Mr. Jones moved and Mr. Sacco seconded the closing of nominations.

Upon a motion by Mr. Sacco seconded by Mr. Rymar, the above slate of officers was unanimously approved.

b. Appointment of Solicitor:

Attorney Georgeadis Setley informed the Board that he will be opening a new law firm, Georgeadis Law and requested that the Authority retain him for legal services at the same retainer as 2023. Upon a motion by Mr. Rutkowski, seconded by Mr. Clements, the Board unanimously resolved to retain the services of Georgeadis Law, for the fiscal year 2024, at an annual retainer of \$25,000. It was also agreed that Georgeadis Law will invoice the Authority separately for any large projects that will require the assistance of Georgeadis Law that are or are not anticipated at this time, as was the case in 2014 through 2023.

c. Appointment of Auditor:

Upon a motion by Mr. Sacco, seconded by Mr. Rutkowski, the Board unanimously resolved to retain the services of RKL, to conduct our 2023 Audit, at a rate of \$11,000.00.

d. Other Business:

Mr. Mowbray wanted to thank Ms. Kircher for her twenty-seven years of service and dedication to the Authority and recommended that an Accommodation be presented to Ms. Kircher. Mr. Mowbray requested that their Executive Director contact Ms. Kircher to see if she would be able to attend our March 19, 2024 Board meeting to receive her Accommodation or if she would prefer that it be sent to her.

Ms. Meeks requested that the new officers complete the Signature Card Agreement with First National Bank of Pennsylvania, before leaving today's meeting.

Minutes

Upon a motion by Mr. Rymar, seconded by Mr. Jones the minutes of the regular meetings of November 21, 2023, were unanimously approved.

Finance

a. Treasurer's Report:

Mr. Rutkowski distributed the Treasurer's Report and reviewed it with the Board. Upon a motion by Mr. Jones, seconded by Mr. Sacco, the Board unanimously approved the payment of all invoices, ratified the payment of invoices previously paid and accepted the Year End Treasurer's Report, subject to Audit.

b. 2024 Authority Budget

Mr. Mowbray indicated that the Finance Committee met to review and develop the 2024 Authority Budget. Mr. Mowbray indicated that the following members were present for this meeting: Mr. Rutkowski, Mr. Jones, Ms. Meeks, Attorney Georgeadis and himself, however all members reviewed the document prior to the meeting. Ms. Meeks then reviewed the projected revenues and expenses for the proposed 2024 operating budget with the Board. Mr. Rutkowski indicated that the Authority has received the \$290,000 allocation from the County for 2024.

Upon a motion by Mr. Rutkowski, seconded by Mr. Jones, the Board unanimously approved the 2024 Budget, as proposed. A copy of the 2024 operating Budget is attached hereto.

c. Other Business

Mr. Mowbray indicated that at the Finance Committee meeting last week the Committee also discussed investing additional funds in a short-term CD. Ms. Meeks reviewed the quarterly profit and loss statements with the Board for 2024 and recommended investing \$250,000 in a 6-month CD at 5% interest. Mr. Mowbray indicated that the Finance Committee agrees with that recommendation as well as the majority of the Board members, with Tony Sacco recusing himself of this vote.

Ms. Meeks indicated that she has worked with FNB Bank to open a Merchant Center account so that our vendors can submit payments to us through credit card payments. GreenChip will be paying us for our electronic scrap on a weekly basis, which added to the importance of this service.

Solicitor's Report

Mr. Georgeadis indicated that there was no Solicitor report for today's meeting.

New Business

a. Statement of Financial Interest

Ms. Meeks indicated that the Statement of Financial Interests must be filed by May 1, 2024 and can be filed electronically at www.ethics.pa.gov. She indicated that she will be sending out a reminder with the website to our members.

Executive Director's Report

Ms. Meeks reported that 18,000 residents have used our electronic recycling center in 2023, recycling one million pounds of electronics, which is down slightly from 2022 due to the decrease in the number of large CRT televisions, we are receiving. Since opening in July of 2010, 210,000 residents have used our center bringing nearly 8,300 tons of electronics for recycling.

Ms. Meeks reported that the Authority has received final approval from DEP to hold our spring hazardous waste collection on April 13, 2024 at the Governor Mifflin Intermediate School and our fall collection on October 19, 2024 at the Berks County Ag Center. The shredding events have also been contracted and will be held on April 20, 2024 and October 12, 2024, at those same locations.

Ms. Meeks indicated that the 2023 Annual Recycling reports are due on March 15, 2024 from our 73 municipalities and that she is working with the larger haulers and MRF's in obtaining some of this data.

Ms. Meeks indicated that the next round of 902 recycling grants are expected to be announced later this winter (February or March) and we have approximately 13 municipalities that are interested in applying for these funds. This round of grants will be extremely competitive and we will work to make sure our applications are well thought out.

Ms. Meeks indicated that most of the other items outlined in her report have been discussed throughout today's meeting and offered to answer any questions that members may have, regarding her report.

Next Meeting Date

Mr. Mowbray, indicated that the next Authority meeting will be held on Tuesday, March 19, 2024 at 3:00 PM.

Adjournment

At 4:10 p.m., upon a motion by Mr. Rutkowski, seconded by Mr. Sacco, the Board unanimously resolved to adjourn.

**BERKS COUNTY SOLID WASTE AUTHORITY
BUDGET REQUEST SUMMARY
2024 - EXPENSES**

	2023 Budget	Actual 2023	2024 Budget
Audit	\$10,250.00	\$ 10,250.00	\$ 11,000.00
Advertising	\$14,000.00	\$ 18,128.50	\$ 19,000.00
Collection Events			
- HHW Collection	\$150,000.00	\$ 158,994.00	\$ 160,000.00
-Tire Collection	\$8,000.00	\$ 7,987.00	\$ 8,000.00
-Pharmaceutical Collection	\$100.00	\$ 100.00	\$ 100.00
-Paper Shredding	\$7,000.00	\$ 5,852.00	\$ 10,000.00
Depreciation	23,196.51	\$ 23,196.00	\$ 32,100.00
E-waste - Bulbs / Batteries	\$27,000.00	\$ 21,093.00	\$ 30,000.00
E-waste - Full-time Center	\$44,000.00	\$ 34,961.00	\$ 3,000.00
Employer Tax Liability	\$17,598.00	\$ 19,100.00	\$ 22,100.00
Insurance - Health & Disability *	\$27,910.00	\$ 22,639.00	\$ 28,900.00
Insurance - Liability & Comp	\$16,500.00	\$ 16,079.00	\$ 16,500.00
Legal Fees	\$43,500.00	\$ 37,244.00	\$ 45,000.00
Office Supplies	\$4,700.00	\$ 3,926.00	\$ 6,500.00
Payroll Services	\$3,000.00	\$ 2,756.00	\$ 3,000.00
Pension	\$3,700.00	\$ 3,872.00	\$ 4,000.00
Postage	\$100.00	\$ 13.00	\$ 1,000.00
Recycling - Hilltop Rd.	\$46,500.00	\$ 41,318.00	\$ 50,700.00
Salaries	\$229,960.00	\$ 234,440.00	\$246,000.00
Telephone	\$2,000.00	\$ 2,249.00	\$ 2,500.00
Travel	\$1,200.00	\$ 1,604.00	\$ 1,800.00
Sponsorships (In-kind services)	\$22,100.00	\$ 20,386.00	\$20,000.00
Site Improvements - 902 Grant	\$40,000.00	\$ 41,744.00	\$ 25,000.00
Total	\$742,314.51	\$ 727,931.50	\$ 746,200.00
Without Depreciation number	\$719,118.00	\$ 704,735.50	\$ 714,100.00

**BERKS COUNTY SOLID WASTE AUTHORITY
BUDGET REQUEST SUMMARY
2024 - REVENUE**

	2023 Budget	Actual 2023	2024 Budget
Allied Waste	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
County Contribution	\$ 290,000.00	\$ 290,000.00	\$ 290,000.00
E-waste - Rebates	\$ -	\$ -	\$ 15,900.00
E-waste - Bulbs/Batteries	\$ 15,000.00	\$ 7,800.00	\$ 8,000.00
E-waste - Fees	\$ 500.00	\$ 416.00	\$ 500.00
E-waste - Act 190 Grant	\$ 25,000.00	\$ 28,500.00	\$ 20,000.00
HHW - Act 190 Grant	\$ 75,000.00	\$ 74,933.75	\$ 80,000.00
901 Education Grant	\$ 22,800.00	\$ 8,954.00	\$ 17,800.00
902 Recycling Grant	\$ 36,088.00	\$ 39,693.00	\$ -
Interest/Donations	\$ 4,200.00	\$ 15,518.00	\$ 20,000.00
Marketing of Recyclables	\$ 17,500.00	\$ 4,903.00	\$ 5,800.00
Sponsorships - (Cash)	\$ 17,000.00	\$ 18,665.00	\$ 18,000.00
Sponsorships - (In-kind)	\$ 22,100.00	\$ 20,386.00	\$ 20,000.00
Tire Recycling	\$ 6,000.00	\$ 4,507.00	\$ 4,500.00
903 Recycling Grant	\$ 75,126.00	\$ 74,404.00	\$ 76,600.00
Credit Card - Reward	\$ 725.00	\$ 750.00	\$ 700.00
Total	\$ 707,039.00	\$ 689,429.75	\$ 677,800.00
Authority funds	\$ 2,235.00	\$ 15,566.00	\$ 36,300.00
Total with Authority Funds	\$ 709,274.00	\$ 704,995.75	\$ 714,100.00